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ABSTRACT

Supporting performance objective 82 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on typing file folder lables and mailing labels are included in this packet. (The packet is the fourth in a set of fifteen on typewriting--CE 016 920-934.) The student materials include a pretest and a posttest, three learning activities, masters for file folder labels and mailing labels, a check-out activity, and an instructor's evaluation guide for the check-out activity. The instructor's manual includes lists of entering behaviors, required supplies and equipment, procedures for both group and individual instruction, an answer sheet for the posttest, and the narrative for a filmstrip. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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TYPING FILE FOLDER LABELS AND MAILING LABELS

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 82 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

INTRODUCTION

This program was developed to teach typists the fundamentals of preparing file folder labels and mailing labels. Because of their purposes in the office, both types of labels must be typed systematically and accurately.

File folder labels must be typed systematically to aid in the process of locating the correct folder in the filing system with a minimum of effort. The accuracy of file folder labels will make the difference in finding or losing a filed folder.

Mailing labels must be typed systematically in accordance with the requirements of the mechanical readers in the postal system. All mailing items that are not typed correctly must be read by hand. Hand sorting and reading slow down delivery of mail. The accuracy of mailing labels determines whether or not the mailed item will reach its destination.

TERMINAL OBJECTIVES

The following statements identify the skills you are expected to master upon completion of this program on typing file folder and mailing labels.

Given file folder labels, mailing labels, and a list of names and addresses, you will demonstrate your ability to type the labels in correct format with all errors neatly corrected.

PERFORMANCE GUIDE

Refer to the following performance guide as you complete each learning activity and checkout activity. This guide is an aid in the preparation of labels.

1. Select appropriate supplies.
2. Make necessary machine adjustments.
   (a) Set left margin
   (b) Adjust the line space regulator for single spacing
   (c) Adjust the paper bail rollers to hold the labels in place
3. Insert the labels into the typewriter and space down to the first line of writing.
4. Proofread carefully, correcting all errors, before removing labels from the typewriter.

Advance through the program by following this general outline of activities:

1. Complete the pre-test.
2. View the filmstrip program entitled: "Typing File Folder Labels and Mailing Labels."
3. Complete the post-test.
4. Complete the Learning Activities.
5. Complete the Checkout Activities.
6. Have all Learning and Checkout Activities evaluated as soon as each one is completed.

Name _____

TYPING FILE FOLDER LABELS AND MAILING LABELS

P R E T E S T

Directions: Fold this sheet lengthwise at the fold line.
Respond to the items by writing your answer in the blank under the Answer column.
When you have finished, check your answers by folding out the Correct Answer column.

Questions	Your Answer	Correct Answer
1. Can you type?	1. Yes-No	
2. Can you make proper erasures?	2. Yes-No	
3. Do you know how to use the paper release lever to straighten paper in the typewriter? If you answered NO to any of the above questions, check with your instructor. If all answers were YES, continue with the pretest.	3. Yes-No	
4. File folder labels are typed and attached to the file folder _____.	4. _____	tab
5. The information on a file folder label is called the _____.	5. _____	caption
6. When typing file folder labels, they (are, are not) typed separately.	6. _____	are not
7. _____ are labels that will be used on items to be mailed.	7. _____	Mailing labels
8. Mailing labels are (faster, slower) to type than individual envelopes.	8. _____	faster
9. It is possible to duplicate mailing labels in great quantities for future use.	9. True-False	True
10. The rules for typing address or mailing labels are not the same as the rules for typing addresses on envelopes.	10. True-False	False

Fold Here

Name _____

Evaluation _____

TYPING FILE FOLDER LABELS AND MAILING LABELS

P O S T - T E S T

Directions: Respond to the items by writing your answer in the blank under the Answer column. When you have finished, turn in this sheet to your instructor for evaluation.

Questions	Your Answer	✓ Acceptable	✗ Not Acceptable
1. O____, N____, and C_____ are three important factors in maintaining an accurate filing system.	1. O_____ N_____ C_____	+6 +6 +6	-6 -6 -6
2. The file folder label is attached to the _____ on a file folder.	2. _____	+6	-6
3. The typed information on a file folder label is known as the_____.	3. _____	+6	-6
4. To facilitate attaching file folder labels to the tab of a file folder, they are usually _____.	4. _____	+6	-6
5. The caption typed on a label identifies what you will find in a _____ .	5. _____	+6	-6
6. File folder labels (are, are not) typed individually.	6. _____	+6	-6
7. On labels that are to be folded, a score line shows the _____point.	7. _____	+6	-6
8. When folders are placed in the file, all captions should line up on the _____ side.	8. _____	+6	-6
9. Mailing labels are also referred to as_____ labels.	9. _____	+6	-6
10. Individual envelopes take (more time, less time) to type than mailing labels.	10. _____	+6	-6
11. Mailing labels are available in _____ packs so several copies can be typed at once.	11. _____	+6	-6
12. Mailing labels are available in different sizes.	12 True-False	+6	-6
13. Mailing labels can be purchased with mailing notations already printed on them.	13. True-False	+6	-6
14. When lines are not typed on a mailing label, you should try to_____ the address by estimation.	14. _____	+6	-6
15. The standard rules of addressing envelopes also apply to the addressing of mailing labels.	15. True-False	+6	-6

NAMES AND ADDRESSES FOR USE IN LEARNING ACTIVITIES

1. Nashville Instrument Company
   Route 6, P.O. Box 3429
   Reidville, SC 27033

2. Miss Florida Nelson, Secretary
   The Professional Women's Assoc.
   67 Glendalyn Boulevard, West
   Greenville, SC 24007

3. Rev. Michael Stoner
   United Methodist Church
   Bethesda, SC 23500

4. Ms. Jean Ellen Morrow
   112 East Aiken Lane
   Crescent, SC 27777

5. Westfield Chemical Company
   2390 Northfold Avenue
   Bloomington, SC 25744

6. Mr. Fred Anderson
   Personnel Director
   Glenfield County Health Dept.
   Glenfield, SC 29338

7. The White Manufacturing Company
   Southeast Hampton Boulevard
   Glenn Springs, SC 29338

8. Mr. and Mrs. James Wilson
   Route 4, Box 148X
   Pacolet Mills, SC 29372

9. KORE Radio Station
   384 E. Henry Street
   Spartanburg, SC 29302

10. Fashion Unlimited, Inc.
    890 N. Main Street
    Freemont, SC 27778

LEARNING ACTIVITY NO. 1

Using the list of names and addresses on page 4 in your *Student's Manual*, type 10 file folder labels.

EXAMPLE: the file folder label for the first listing:

Nashville Instrument Company
Route 6, P.O. Box 3429
Reidville, SC 27033

will appear on the file folder label as:

Nashville Instrument Company

The address is not needed on these file folder labels for filing purposes. (Some offices, however, do require that the address be typed on the label under the name of the individual or company.)

You will need the following:

1 sheet of file folder labels
1 eraser

**Refer to the Performance Guide for order of activities performed in typing file folder labels.

INSERT STRIPS OF LABELS INTO TYPEWRITER. EACH STRIP HAS 8 FILE FOLDER LABELS.

UPON COMPLETION, SUBMIT THIS WORK FOR EVALUATION.

MASTER FOR FILE FOLDER LABELS

BEND HERE ↘ Roll backing from label. Apply just below top of folder tab. ↙ BEND HERE

SELF-ADHESIVE FILE FOLDER LABELS
SMITH LABEL COMPANY
——————insert opposite end in typewriter——————

BEND HERE ↘ Roll backing from label. Apply just below top of folder tab. ↙ BEND HERE

SELF-ADHESIVE FILE FOLDER LABELS
SMITH LABEL COMPANY
——————insert opposite end in typewriter——————

BEND HERE ↘ Roll backing from label. Apply just below top of folder tab. ↙ BEND HERE

SELF-ADHESIVE FILE FOLDER LABELS
SMITH LABEL COMPANY
——————insert opposite end in typewriter——————

Learning Activity No. 1

Check-Out Activity No. 1

LEARNING ACTIVITY NO. 2

Using the list of names and addresses on page 4 of your *Student's Manual,* type 10 mailing labels.

EXAMPLE: the mailing label for the first listing:

Nashville Instrument Company
Route 6, P.O. Box 3429
Reidville, SC 27033

will appear on the mailing label as:

Nashville Instrument Company
Route 6, P.O. Box 3429
Reidville, SC 27033

You will need the following:

1 sheet of mailing labels
1 eraser

**Refer to the Performance Guide for order of activities performed in typing mailing labels.

DO NOT CUT THE PAGE OF LABELS. INSERT SHEET OF LABELS INTO YOUR TYPEWRITER. TURN IN ENTIRE PAGE FOR EVALUATION.

UPON COMPLETION, SUBMIT THIS WORK FOR EVALUATION.

MASTER OF MAILING LABELS

II D 8

LEARNING ACTIVITY NO. 3

Learning Activity No. 3 can be completed if there are actual file folder labels and mailing labels available in the department for use by the student.

Obtain 10 file folder labels and 10 mailing labels.

Type the labels using the 10 names and addresses used for Learning Activities Nos. 1 and 2.

UPON COMPLETION, SUBMIT THIS WORK FOR EVALUATION.

CHECKOUT ACTIVITY

You will need five mailing labels and five file folder labels, five names with addresses (given below), and materials for correcting errors. Type the labels in correct format and correct all errors neatly.

Use only names on file folder labels. Type in indexed form.

Use names and addresses on mailing labels.

1. Mr. and Mrs. David C. Foster
   Route 1, Box 492
   White Stone, SC 29387

2. Prof. Enrico Little
   145 Crescent Building
   University of Allentown
   Allentown, SC 27786

3. Dr. Creg Banks
   49003 Blackstone Boulevard
   North Charleston, SC 29548

4. Manager
   Hilltop Food Mart (filed by store name)
   8 Ferry Stop Road
   Pinewood, SC 24334

5. Glendale National Academy
   890123 South Maple Street
   Pinewood, SC 24334

UPON COMPLETION, SUBMIT THIS WORK FOR EVALUATION.

Name _____

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

Instructor's Evaluation Guide
for
TYPING FILE FOLDER LABELS
AND
MAILING LABELS

ACTIVITY — CHECKOUT ACTIVITY	Evaluation	
	Acceptable	Unacceptable
1. Used correct format in typing file folder labels.		
2. Used correct format in typing mailing labels.		
3. Corrected all errors properly.		

TYPING FILE FOLDER LABELS AND MAILING LABELS

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Jane Snapp

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INTRODUCTION

This program was developed to teach typists the fundamentals of preparing file folder labels and mailing labels; both types of labels must be typed systematically and accurately.

File folder labels must be typed systematically to aid in the process of locating the correct folder in the filing system with a minimum of effort. The accuracy of file folder labels will make the difference in finding or losing a filed folder.

Mailing labels must be typed systematically in accordance with the requirements of the mechanical readers in the postal system. All mailing items that are not typed correctly must be read by hand. Hand sorting and reading slow down the delivery of mail. The accuracy of mailing labels determines whether or not the mailed item will reach its destination.

ENTERING BEHAVIORS

The learner should be able to operate the following equipment before attempting this program on an individual basis:

1. a filmstrip projector
2. a cassette tape player
3. a typewriter

The learner must be able to type and must possess a working knowledge of the operable parts of the typewriter.

The learner must be able to make acceptable corrections on typed copy.

SUPPLIES AND EQUIPMENT

The learner will need the following supplies and equipment for this program:

1 filmstrip projector
1 cassette tape player
1 typewriter for each student
15 file folder labels duplicated for each student
15 mailing labels duplicated for each student
(simulated forms are available in the student's manual)
1 eraser for each student

If using the simulated forms, the instructor may wish to have a display of real file folder labels and mailing labels for the students to inspect.

PROCEDURES

Group Instruction.

1. Set up the projector and cassette player.
2. Prefocus the projector on frame No. 1.
3. Have the tape player ready to begin.
4. Distribute the *Student's Manual*.
5. Review the *Student's Manual* with the group.
6. Administer the pretest.
7. Divide the group according to their scores on the pretest.
8. Present the filmstrip program.
9. Have a production lab set up with all necessary materials.
10. Arrange to collect the post-test, the Learning Activities, and the Checkout Activities.

Individual Instruction

For individual use the instructor directs the learner to the materials and equipment needed for the program. The learner should be instructed to first study the *Student's Manual* and then proceed as directed in the instructions.

Instructor's Answer Sheet
for
Post-test

Typing Labels

1. order, neatness, and consistency
2. tab
3. caption
4. gummed
5. file folder
6. are not
7. fold
8. left
9. shipping
10. more time
11. carbon or carbonized
12. True
13. True
14. center
15. True

NARRATION

Typing File Folder Labels and Mailing Labels

File Folder Labels

1. Title

2. Credits

3. Filing is an important part of most any office work. It is often necessary to keep records that may be referred to several times a day or only once a year. Regardless of the frequency a record may be pulled from the files, it must be properly filed so that the secretary or file clerk can find it quickly.

4. There are specific methods used in filing to maintain order, neatness, and consistency.

5. When files are not maintained properly, it may be difficult--if not impossible--to find a record when it is needed.

6. An important part of the filing system is the file folder label. This is the label attached to the tab on a file folder.

7. The typed information on a file folder label is referred to as a caption. The caption identifies the contents of the file folder.

8. File folder labels come in a variety of colors which aid in the coding of the filing system.

9. These labels must be arranged in a systematic order on the file folders. Notice how all labels line up and begin at the same point on each folder in this group.

   File folder labels should also be typed neatly and in a consistent form.

10. These names are not typed in a consistent form.

11. These names are typed in a consistent form.

12. Consistency in indexing refers to the form used in typing; including placement, punctuation, and capitalization.

13. File folder labels are gummed so they can be easily affixed to file folders.

14. These gummed labels are available in several styles--including separate strips and continuous rolls.

15. When typing a file folder label, the entire strip or roll is inserted into the typewriter.

16. The first line is typed on the second linespace from the top edge.

17. Or for labels which are to be folded--a score line shows the fold point. Begin typing two linespaces below the score line.

18. Begin typing on each label two or three spaces from the left edge so that, when all folders are placed in the vertical file, the names will line up on the left.

    Some brands of file folder labels may have alignment points printed on them. All captions are easily aligned by typing at the same point each time.

19. After the label is typed, the strip or roll is removed from the typewriter and the backing on self-adhesive labels is removed from the label. If the label is not self-adhesive, however, it will be necessary to moisten the gum with a cotton pad or sponge.

20. Fold the label over the folder tab.

21. Gummed file folder labels make it possible to reuse old file folders. The new label is simply applied over the old one.

Mailing Labels

22. Mailing labels are used for mailing purposes. These labels are also referred to as shipping labels, especially when used for large items.

23. Labels can be typed faster than individual envelopes because they can be purchased in continuous rolls or on sheets.

24. Labels also make it possible to type addresses in advance so they will be ready when needed.

25. Special packs of mailing labels are available in carbonized form making it possible to type several copies at once.

26. Special forms can also be purchased so that names and addresses can be duplicated in great quantities for future use.

27. Another time-saving aspect of mailing labels is that the return address may be preprinted on each label. Shipping labels are usually preprinted with a return address.

28. Most mailing labels are self-adhesive. They are available in gummed backing that will require moistening or peel-off backing that is self-adhering. The latter are the more efficient and are easier to use.

29. These labels come in different sizes according to the needs of an office. The office may require labels for small envelopes, large manila envelopes, large boxes, and small boxes.

30. Depending on special mailing needs, the labels may be marked "Fragile," "Special Delivery," "Parcel Post," or any other mailing notation required.

31. When typing the address on a mailing label, it is centered by estimation in the address area if lines are not provided on the label.

32. The standard rules of addressing envelopes also apply to the typing of mailing labels. Review these rules, if necessary by referring to the slide program on addressing envelopes.